

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-03-12356/0001	3. EFFECTIVE DATE 04/26/04	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-03-12356	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-03-12356
		✓	9B. DATED (SEE ITEM 11) 04/01/04
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to make changes to and include provisions listed on the pages to follow, and to extend the due date and time for proposals to 2pm EST May 11, 2004.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DEBRA A. MILLER	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

AMENDMENTS TO THE SOLICITATION

1. Block 9 on the SF 33 form has been modified as follows:

Proposal, Date Due: 05/11/04

2. The Section C clause entitled "LABOR CLASSIFICATION DEFINITIONS" has been added. The text is as follows:

The following labor classification definitions are applicable for this requirement.

Professional Level 5 - Provide technical expert testimony during pre-litigation preparation, depositions, and testimony in Federal courts. Provides assistance in technical analysis of enforcement sensitive data in preparation of draft orders, negotiation documents, and settlement proposals of specific cases pertaining to individual environmental sources who have caused alleged violations. Expert assistance in support of civil actions, administrative orders and hearings, settlement negotiations and in other settlement-related proceedings.

Typical Title:
Technical Expert Witness

Normal qualifications:
Ph.D. with specific area of expertise as indicated in the SOW, or equivalent (a Master's degree plus any combination of additional years of specialized work experience and/or graduate level study in the proposed field of expertise totaling 4 (four) years; or Bachelor's Degree plus any combination of additional years of specialized work experience and/ or graduate level study in the proposed field of expertise totaling six (6) years).

Experience:
Twenty (20) years of experience in a technical field related to the SOW as well as having previously testified in Federal courts, adjudicatory and/or evidentiary hearings.

Professional Level 4 - Oversees all aspects of work performed under the contract. Ensures that Task Orders (TO) are assigned to appropriate project managers and staff, and that work is completed in accordance with the requirements of the contract and the respective TOs. Serves as the primary contact for the EPA Project Officer on overall contractual matters

Typical Title:
Program Manager

Normal Qualifications:
Ph.D. in a field related to the requirements found in the Statement of Work (SOW), or equivalent (a Master's degree plus any combination of additional years of specialized work experience and/or graduate level study in the proposed field of expertise totaling two (2)

years; or Bachelor's Degree plus any combination of additional years of specialized work experience and/ or graduate level study in the proposed field of expertise totaling four (4) years).

Experience:

Twelve (12) years or more performing work related to the requirements found in the SOW.

Professional Level 4 - Plans, conducts and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Provides technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action or decisions.

Typical Title:

Project Manager, Senior Engineer, Senior Scientist, Senior Analyst/Planner

Normal Qualifications:

Ph.D. degree in field related to the requirements found in the SOW, or equivalent (a Master's Degree plus any combination of additional years of specialized work experience and/or graduate level study in the proposed field of expertise totaling two (2) years ; or Bachelor's Degree plus any combination of additional years of specialized work experience and/or graduate level study in the proposed field of expertise totaling four (4) years).

Experience: Ten (10) years or more performing work related to the requirements found in the SOW.

Professional Level 3 - Plans, conducts and supervises assignments normally involving smaller, routine projects, or under general supervision of project manager; plans and conducts technical components of larger projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results; makes changes in methods, reviews progress and evaluated results; makes changes in methods, design or equipment where necessary. Operates with some latitude for unreviewed action or decision.

Typical Title:

Project Manager, Engineer, Scientist, Analyst/Planner, Computer Specialist, Documents/Research Specialist

Normal Qualifications:

Masters degree in a field related to the requirements found in the SOW, or equivalent (a Bachelor's degree plus any combination of additional years of specialized work experience and/or graduate level study in the proposed field of expertise totaling two (2) years.

Experience: Six (6) years or more performing work related to the requirements found in the SOW.

Professional Level 2 - Plans and conducts small, routine projects where minimal evaluation is required, or under supervision of a Project Manager or senior personnel, carries out assignments associated with larger complex

projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment, coordinates the activities of juniors. Task Orders are varied and require some originality and ingenuity.

Typical Title:

Engineer, Scientist, Analyst/Planner, Computer Specialist,
Documents/Research/Presentation Specialist

Normal Qualifications:

Bachelors degree in a field related to the requirements found in the SOW, or equivalent (any combination of years of specialized work experience and/or graduate level study in the proposed field of expertise totaling two (2) years).

Experience: Three (3) years or more performing work related to the requirements found in the SOW.

Professional Level 1 - Lowest or entering classification. Works under close supervision of senior personnel or Project Manager. Gathers and correlates basic data and performs routine analyses. Works on less complicate assignments where little evaluation is required.

Typical Title:

Engineer, Scientist, Analyst/Planner, Computer Specialist,
Documents/Research/ Presentation Specialist

Normal Qualifications:

Associate and/or Bachelors Degree or equivalent (any combination of additional years of specialized work experience and/or college level study in the proposed field of expertise totaling two (2) years).

Experience: 0 - 3 years or more performing work related to the requirements found in the SOW.

Experience/Qualifications Substitutions:

a. Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling two years will be an acceptable substitute for an Associates degree.

b. Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four years will be an acceptable substitute for a Bachelors degree.

c. A Bachelors degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two years will be an acceptable substitute for a Masters degree.

d. A Bachelors degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four years; or a Masters degree plus two years of either

additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. degree.

e. Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

3. The Section E clause entitled "HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (GOVERNMENT SPECIFICATION) (FAR 52.246-11) (MAR 2001)" has been added. The text is as follows:

The Contractor shall comply with the higher-level quality standard selected below.

	<u>Title</u>	<u>Numbering</u>	<u>Date</u>	<u>Tailoring</u>
[✓]	<i>Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs</i>	ANSI/ASQC E4	1994	See below
<hr/>				
[]				
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[]				
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As authorized by FAR 52.246-11, the higher-level quality standard ANSI/ASQC E4 is tailored as follows:

The solicitation and contract require the offeror/contractor to demonstrate conformance to ANSI/ASQC E4 by submitting the quality documentation described below.

In addition, after award of the contract, the Contractor shall revise, when applicable, quality documentation submitted before award to address specific comments provided by EPA and submit the revised documentation to the Contracting Officer's Representative.

After award of the contract, the Contractor shall also implement all quality documentation approved by the Government.

A. Pre-award Documentation: The offeror must submit the following quality system documentation as a separate and identifiable part of its technical proposal: (CO, select one or more)

<u>Documentation</u>	<u>Specifications</u>
[] Quality Management Plan	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01]
<hr/>	

<input checked="" type="checkbox"/>	Joint Quality Management Plan/Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R)</u> [dated 03/20/01]
<input type="checkbox"/>	Programmatic Quality Assurance Project Plan for the entire program (contract)	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]
<input type="checkbox"/>	Other Equivalent:	

This documentation will be prepared in accordance with the specifications identified above, or equivalent specifications defined by EPA, _____. Work involving environmental data generation or use shall not commence until the Government has approved this documentation and incorporated it into the contract.

B. Post-award Documentation: The Contractor shall submit the following quality system documentation to the Contracting Officer's Representative at the time frames identified below: *(CO, select one or more)*

<u>Documentation</u>	<u>Specification</u>	<u>Due After</u>
<input type="checkbox"/> Quality Management Plan	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01]	Award of contract
<input type="checkbox"/> Joint Quality Management Plan/Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/02]	Award of contract
<input type="checkbox"/> Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Award of contract
<input type="checkbox"/> Programmatic Quality Assurance Project Plan for the entire program (contract)	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Award of contract

<input checked="" type="checkbox"/>	Quality Assurance Project Plan for each applicable project	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5</u> [dated 03/20/01]	Issuance of statement of work for the project
<input type="checkbox"/>	Project-specific supplement to Programmatic Quality Assurance Project Plan for each applicable project.	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5</u> [dated 03/20/01]	Issuance of statement of work for the project
<input type="checkbox"/>	Other Equivalent:		<input type="checkbox"/> award of contract <input type="checkbox"/> issuance of statement of work for the project

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA, _____.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The Contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

(Note: Statement of work includes statements of work to perform projects under work assignments, task orders, delivery orders, etc.)

4. The Section H clause entitled "ENFORCEMENT SENSITIVE INFORMATION" has been added. The text is as follows:

In order to perform tasks under this Contract and/or Work Assignments issued under this contract, the contractor, after all proper procedures and conditions have been satisfied, may have access to enforcement sensitive information. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or work assignment, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law.

All contractor personnel, including but not limited to, subcontractor and consultant personnel as described above, are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Questions concerning this provision should be directed to the Contracting Officer.

5. The Section L clause entitled "SERVICE OF PROTEST (FAR 52.233-2) (AUG 1996)" has been modified. The text is as follows:

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

Debra A. Miller

Hand-Carried Address:

Environmental Protection Agency
1300 Pennsylvania Avenue, N.W.
Ronald Reagan Building - 6th Floor Bid and Proposal Room
Washington, DC 20004

Phone: (202) 564-1041

Mailing Address:

Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Mail Code: 3803R
Washington, DC 20460

Facsimile Number:

Attention - Debra A. Miller (202) 565-2554

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

6. The Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION" has been modified. The text is as follows:

(a) Technical proposal instructions.

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

Technical proposal instructions.

(1) Original and SEVEN (7) copies of the technical proposal shall be submitted as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

Offerors are advised to closely read the technical proposal instructions and technical evaluation criteria before preparing a technical proposal. Written proposals shall consist of six (6) sections which are each linked to the corresponding evaluation criteria detailed in Section M of this RFP.

The Government contemplates award of **two** Cost-Plus-Fixed-Fee contracts resulting from this solicitation, with one contract ordering 70 percent of the Level of Effort hours specified in clause B.1 and Section H Option clauses and the other contract ordering 30 percent of the aforementioned LOE. Offerors may submit two separate proposal packages, with one proposal based on the 70 percent LOE award amount and the other based on the 30 percent award amount, or one proposal package with information that differs for the 70/30 percent award amounts clearly marked. An offeror who is awarded one contract will be ineligible for the award of the other contract. Offerors are encouraged to submit proposals for both contract awards.

I. GENERAL INSTRUCTIONS

The technical proposal shall be prepared using the following guidance:

A. Length - The maximum length of the submitted written technical proposal shall be limited to one hundred (100) typewritten pages including all tables and figures. The written technical proposal shall be submitted on 8 1/2" x 11" paper, using no less than ten (10) point character size and no less than an average of 3/4" around each page for margins. Page numbers shall have no less than a 3/8" margin from the page edge. Tables and figures shall use no smaller than ten (10) point character size or must be clear and readable. The Sample Work Assignment is included in the above stated page limitation. The following items are excluded from the above stated page limitation: resumes, Quality Management Plan, Quality Assurance Project Plan, letters of transmittal, cover page, table of contents, letters of commitment, software instruction sheets, and dividers. Foldout pages shall be considered more than 1 page if they exceed a standard 8 1/2" x 11" page size. Offerors are strongly urged to be as succinct, clear, and concise as possible in writing the proposal and adhering to the recommended page limitation. "Bulletized" or outline formats are welcomed where appropriate.

B. Organization - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal and provide the information needed to evaluate the proposal in accordance with the evaluation factors set forth in Section M. It is strongly suggested that proposals be placed in binders with dividers clearly indicating the following six (6) sections:

1. Technical Approach
2. Sample Work Assignments
3. Personnel Qualifications/Organizational Structure
4. Past Performance
5. Management Approach
6. Small Disadvantaged Business (SDB) Participation

C. Exceptions—Any exceptions or conditional assumptions taken with respect to the requirements of this RFP

shall be fully explained in the proposal. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

II. REQUIRED SECTIONS OF THE TECHNICAL PROPOSAL

A) TECHNICAL APPROACH

For each task identified below, the Offeror shall demonstrate its technical capability and approach to accomplishing the work. The Offeror shall provide a clear, concise and complete explanation of how it proposes to accomplish the required services and functions specified in the Statement of Work. Do not simply reiterate or rephrase the Statement of Work areas. Stating that you understand and will comply with the Statement of Work, or using such phrases as, “standard procedures will be employed” and “well-known techniques will be used” will be deemed insufficient. The technical proposal must express how you propose to comply with the work statement and provide a full explanation of the techniques and procedures you propose to follow. The Statement of Work (SOW) areas are listed below:

- A. Enforcement Program Development and Implementation
 - I. General Enforcement
 - II. Enforcement, Administrative and Adjudicatory Hearing Support
 - III. Technical/Administrative Support for Privately and Publically-owned Facilities and Entities
 - IV. Technical/Administrative Support for State, Territory and Tribal Programs
- B. Enforcement Case Support
 - I. Specific Enforcement Case Support/Technical Testimony
 - II. Public Presentations
- C. Inspections, Laboratory Support, and Specialized Activities
 - I. Inspections
 - II. Laboratory Support
 - III. Specialized Studies, Surveys and Rapid Response Tasks
- D. Program and Management Analysis, Program Development, Information Management, Outreach, and Pollution Prevention
 - I. Program and Management Analysis
 - II. Program Development
 - III. Information Management
 - IV. Outreach Efforts and Logistical Support for Conferences, Workshops, Meetings and Briefings; Training Development and Support
 - V. Pollution Prevention
 - VI. Special Program Initiatives
- E. Records Management

B) SAMPLE WORK ASSIGNMENTS

The offeror shall develop a written technical approach or work plan and other work products as specified below for each of three (3) sample work assignments. For each sample work assignment, the offeror shall include a milestone

chart with a matrix showing the personnel (Position Level/job title) and labor hours required for each major task. The milestone chart and the labor hours matrix shall have sufficient detail for assessing the realism of the proposed methodology. These three sample work assignments are included in the 100-page limitation for the technical proposal.

Sample Work Assignment # 1 : Multimedia Investigations and Enforcement Case Support at XYZ Facilities owned by ABC Corporations

OBJECTIVE: To assist EPA in conducting multimedia investigations and to provide enforcement case support at ABC facilities. The contractor will accomplish these objectives by performing these key tasks:

- (1) collecting, organizing and analyzing information about the XYZ facilities and operations to assist EPA in determining whether the facilities are in compliance with the requirements of the RCRA, CAA, CWA, SDWA, TSCA, FIFRA and other federal environmental statutes;
- (2) conducting sampling and analysis of water, air and waste at XYZ facilities to determine compliance with the applicable environmental statutes; and
- (3) providing technical support to EPA on the development, litigation or negotiation of any enforcement actions, either administrative or judicial, for violations by XYZ facilities, including assistance in identifying appropriate pollution prevention remedies and supplemental environmental projects.

BACKGROUND

During the past few years EPA has been expanding its focus to evaluate regulated facilities using a broader, more holistic approach that evaluates compliance across multiple environmental program. This more holistic approach is commonly called multimedia enforcement. While EPA will maintain strong single media compliance programs, some facilities need to be looked at to assure that all of their environmental problems are being addressed and that a remedy in one media does not adversely impact another. The investigations have focused on determining present and historic compliance of these facilities with applicable Clean Air Act requirements, in addition to Clean Water Act and Resource Conservation and Recovery Act. Applicable requirements include PSD/NSR and others. EPA has collected information from multiple sources to enable it to assess compliance and pursue enforcement as appropriate.

The contractor shall submit a technical proposal to complete the tasks identified and described in this task order. The technical proposal shall be brief, identify the technical approach, schedule, and key personnel to be assigned to the tasks and explain why the assigned key personnel are best qualified to complete the tasks in this task order.

TASKS TO BE PERFORMED BY THE CONTRACTOR

The contractor shall perform the following activities that support multimedia enforcement efforts at XYZ facilities.

1. Conduct process Simulation modeling analysis of manufacturing process of the XYZ facility. This task will require thorough understanding of the manufacturing process and expertise in simulation modeling programs to conduct material balance using the Aspen Technology software.
2. The contractor shall provide technical expertise in evaluating control technologies and control technology transfer efforts on these facilities, by reviewing and evaluating design and application principle of the

available control technology and other technologies used in three to four similar industries. Travel may be required if the TOPO determines that additional information is necessary on a specific facility. For planning purposes of this task, it is anticipated that travel will not exceed two (2) trips, 2 persons per trip, for possible visits in states of KY, AL, NE, or AR.

3. The contractor shall provide control and process technology expert in analyzing evidence of changes/modifications made to process equipments and process modifications. The contractor shall also provide technical expert assistance in consent decree negotiations and settlement negotiations.
4. The contractor shall gather and analyze financial information of the XYZ facilities to determine the economic feasibility of the potential control equipments, develop cost comparison of various control technologies including operating and maintenance cost for this facility.

DELIVERABLES REQUIRED FOR COMPLETION OF EACH TASK

The contractor must assign personnel with necessary regulatory background and process knowledge of the facility being investigated.

The task order will involve the contractor retaining the services of experts in various areas of hazardous waste control, air emission control devices, water pollution treatment, environmental assessment, pollution prevention, financial analysis, and related specialties to use as technical experts in pre-litigation preparation. As such the contract shall develop a mechanism to quickly locate and retain such experts when it is needed.

1. Conduct process simulation modeling analysis
2. Evaluation of control technologies
3. Evaluation of process equipments and process modifications
4. Providing list of technical experts for this SOW.

Sample Work Assignment # 2: NPDES and Pretreatment Case Development and Support

BACKGROUND

123 Corp. is a pesticide chemical manufacturer who is an industrial user of the City of Somewhere's POTW, a 50 mgd secondary treatment plant with many industrial users. 123 has several undocumented discharge points into the POTW's system, as well as two permitted discharge points. The POTW has experienced pass through and interference as a result of 123's discharges. In addition, the POTW's discharge has been implicated in various water quality issues in the waters downstream from the plant.

TASKS

Contractor assistance is needed to provide technical support in the Agency's investigation of 123 Corp. and the City of Somewhere. The contractor shall perform the following tasks:

- Conduct a compliance inspection of 123 Corp. to identify and document potential violations of the CWA, including categorical standards violations, unpermitted discharges, as well as sampling and reporting violations.

- Conduct a compliance inspection of the City of Somewhere's POTW to determine the extent of pass through and interference, as well as the nature and extent of potential NPDES permit violations. In addition, assess the adequacy of the POTW's approved pretreatment program.
- Prepare a summary report that includes the results of the compliance field inspections at the POTW and 123 Corp., including recommendations for addressing the interference and pass through experienced by the POTW, as well as evaluations of technical options for addressing the unpermitted discharges at 123. This report shall include an analysis of files at the City and at 123.
- Evaluate the financial capability of the City and 123 to undertake any recommendations included in the summary report.

Sample Work Assignment # 3: Storm Water Inspections

BACKGROUND

EPA is requesting the contractor to perform certain tasks in support of EPA's efforts to investigation of specific construction sites under development by three large residential developers (selected by EPA) subject to industrial storm water discharge requirements found at §402(p) of the Clean Water Act and 40 C.F.R. §122.26 *et seq.* The deliverable due date pursuant to this task order is to be determined.

TASKS

- a. Conduct field inspections and facility evaluations for assessing compliance. The contractor shall conduct 15 inspections at 15 sites for each of the three developers (45 total - EPA will identify the sites for inspection and provide a list to the contractor). The contractor shall meet with site personnel as directed to evaluate procedures and review onsite files such as maintenance records and data, work orders, and engineering reports and shall review implementation of BMPs and SWPPPs. The contractor will document the results with photos, GPS plots of known facilities, and other means as appropriate.
- b. Identify and document violations. For each of the 45 sites, the contractor will provide a narrative report describing the site's compliance with applicable storm water regulations. This shall include site observations, recommendations, photographs, GPS readings, and the results of any samples and quality assurance tests. If requested, a checklist must be completed and submitted. The contractor shall maintain a database of results of all construction storm water discharge field investigations conducted pursuant to this task order.
- c. Negotiation and Pre-Trial/Trial support. The contractor shall provide technical support in the negotiation, pre-trial and trial stages of EPA actions undertaken to ensure compliance by the three large residential developers under investigation. Such support may include evaluating and reviewing remedial measures proposed by the defendant, or proposing new and alternative remedial measures, or performing economic benefit and ability to pay analyses, or preparing technical expert reports, or providing expert witness testimony, or identifying expert witnesses, or preparing court exhibits using high-tech visual simulation, like GIS.

C) PERSONNEL QUALIFICATIONS/ORGANIZATIONAL STRUCTURE

Describe the suitability of the firm's proposed organization of staff to perform work on this contract; professional experience and qualifications of personnel assigned to the project team; and the extent to which the firm proposes to use subcontractors and consultants. Offerors shall describe relevant, specific experience and education for all proposed personnel, including subcontractors and consultants. A letter of commitment should be provided for each subcontractor to be included at the end of the resume section of the proposal.

Offerors shall demonstrate how the personnel skills proposed in your offer will be present for the duration of the contract: (1) describe the capacity of your organization with respect to current manpower availability, indicate if proposed key personnel are full-time, part-time, or contracted consultant employees; (2) state whether employees on which estimates are based are presently on your payroll and available for this work; and (3) describe your plan for obtaining necessary skills through subcontracting portions (indicate percentages) of this required work. Offerors shall provide concise resumes for the key personnel proposed in the "Key Personnel" clause. Key Personnel are individuals professional level 4 and above with at least 25% availability for this contract. Provide percent availability for this contract for all key personnel.

1. **Team Organization Chart** - Submit an organization chart showing how the proposed team for this contract will be staffed, indicating which staff would be assigned to the various SOW task areas. The chart should identify the primary contractor, any subcontractors, and the proposed Program Manager, and should include the name, title, and organizational affiliation of all individuals who are considered instrumental to successful performance of this contract ("key personnel").

2. **Resumes** - Submit a resume no longer than two (2) pages in length for each of the proposed personnel including proposed consultants and subcontractors. The resume should include educational background, experience, any special qualifications; the names and telephone numbers of two (2) business references; and signatures of the individual and an authorized official of the offeror's firm. The appropriate personnel category (*i.e.*, Project Lead Personnel, Project Technical Personnel, Project Management Personnel) should be identified for each of the proposed personnel.

3. **Required Information on Key Personnel** - In addition to the resume required in paragraph (2. Resumes) above, the offeror shall submit a table in the format provided below for each of the key personnel. Describe how the key personnel are intended to be employed on the contract and to summarize relevant experience for the SOW task area(s). The table cell size may be expanded or reduced to fit the information, but the table should not exceed one (1) page for each key person. Border style, font size, and font type may be altered, but font size should not be less than ten (10) point.

Information required for Personnel:

Name:	Affiliation:
Job Title and % Availability:	Office Location:
Total Years of Experience in the areas of the Statement of Work:	Years of Experience w/ Firm:
Major Degrees/Field of Study/University:	
Relevant Project/Contract Experience as it Relates to the SOW:	

Relevant Publications, Licenses, Honors, Awards, or Special Knowledge:
Names, Affiliations, and Current Telephone Numbers of Two (2) Business-related References:
Experience in the following SOW subject competency areas with concise explanation of experience:

Notes:

- When presenting the relevant projects/contracts, include the project start/finish date and the role the individual had in the project [project manager, task leader, major role, or minor role].
- When presenting technical documents authored or co-authored by the individual, include the date of release of the document and the role the individual played [author or co-author].
- Business references must not be previous supervisors or in any way related to the proposed applicant.
- Submitted information for all individuals must be accurate!

D) PAST PERFORMANCE

The Offeror shall submit information on past performance in accordance with the clause EPAAR 1552.215-75 entitled "Past Performance Information." Forms included in Attachment 3, "Past Performance Information," may be used for client notification and presentation purposes.

E) MANAGEMENT APPROACH

1. Management Plan - The offeror shall explain their management approach addressing management structure; the lines of responsibility, supervision, and communication; their ability to recruit and retain personnel to assure continuous availability of key project and technical persons and maintain a high degree of responsiveness to the periodic, unpredictable nature of activities associated with the SOW. The offeror shall delineate how they will provide quick turnaround support, respond to changes, and handle temporary increased workloads in a cost effective manner. The offeror shall demonstrate its ability to successfully integrate the complex tasks of the SOW and oversee their concurrent implementation with quality assurance, using a creative approach and state-of-the-art business techniques. The offeror shall illustrate how problems encountered during performance of the contract will be resolved, citing examples from other contract management experiences of a similar nature. The management plan should also illustrate effective administrative information gathering and sharing within the management process throughout life of the contract. The offeror shall describe how the work will be managed and distributed between any proposed consultants and/or subcontractors. The offeror shall also discuss its strategy for frequent and effective communication with the Contracting Officer and Work Assignment Managers.

2. Management Structure - The offeror shall give a detailed description of the management structure they will employ. Include an organizational chart identifying the portion of your overall organization assigned to this project. Describe the overall structure of your firm, how the departments/offices interrelate and provide a Labor Mix Matrix for the base period of the contract demonstrating how you plan to distribute the level of effort among the prime and subcontracting team and by P-level or labor category. The offeror shall describe the qualifications of all proposed consultants and/or subcontractors and their precise purpose in the overall effort. The offeror shall also describe any planned staffing changes required for the contract effort.

F) SMALL DISADVANTAGED BUSINESS (SDB) PARTICIPATION

The offeror shall submit the information required by EP clause 52.219-125 contained in section L of this solicitation. The Agency's subcontracting goals are listed below:

Small Business: 50%
Small Disadvantaged Business: 20%
Women-owned Business: 6%
HUB Zone: 2.5%
Service Disabled Veterans: 3%

III. REQUIRED SECTIONS OF THE COST PROPOSAL**COST PROPOSAL INSTRUCTIONS**

The period of performance for this contract includes a two-year Base Period, a two-year Option I Period and a one-year Option II Period.

All information relating to cost or pricing must be included in this volume of the proposal; under no circumstances shall cost or pricing data be included elsewhere. In addition to a hard copy of the information, to expedite review of the proposal, offerors are requested to submit a computer disk containing the cost schedules requested below, if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculation of the financial data on the disk as well as the basic financial information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

The Government anticipates making award on initial offers, without discussions. Therefore, the cost proposal should be prepared in sufficient detail to permit thorough and complete evaluation by the Government without additional correspondence or communication. During its evaluation, the Government may request clarifications, answers to questions that assist in the Government's understanding of information contained in the cost proposal, or the correction of minor omissions or errors that do not alter the offer. Consequently, failure to provide sufficient cost details, supporting documentation and the required schedules may result in the rejection of the offer if the Government awards on initial proposals.

If the Contracting Officer determines that an Offeror's initially proposed costs do not reflect what it would reasonably cost that Offeror to perform the requirements, then the Contracting Officer may make adjustments to the proposed costs in accordance with FAR 15.404-1 (d)(2)(ii) to determine cost realism.

A. GENERAL

The Offeror shall submit a signed Proposal Cover Sheet (Table A) containing the following information:

- a. Solicitation number;
- b. Name and address of offeror;
- c. Name and telephone number of point of contact;
- d. Proposed cost, fee and total;
- e. The following statement:

“This proposal is submitted in response to the solicitation in Item 1. By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.”;

- f. Date of submission;
- g. Name, title and signature of authorized representative;
- h. Clearly identify separate cost data associated with each year of the contract’s period of performance. Provide the cost detailed breakdown on spreadsheets (cost schedules) as follows:

1. Total Contract Summary (Schedule 1)

2. Total Summary for each period of the contract (Base, Option I, Option 2) supported by Worksheets for base quantities and option quantities. (Five sets of Schedules 2, 2.A, and 2.B.)

[**Please Note:** Included with these instructions as Table A and Schedule 1 and 2, cost proposal models that may be used; however, offerors should tailor the model to their own standard accounting practices.]

[All costs, rates, factors, and calculations must be shown and supporting rationale and documentation included.]

Financial Information

Submit financial statements, including a balance sheet, a statement of profit and loss and cash flow, for the last completed fiscal year and current year-to-date. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

Labor

A. Provide the proposed hourly labor rates for all labor categories utilized in the proposal. Clearly indicate any algorithm or calculations used to compute the proposed direct labor rates and show how the proposed rates compare to current employees’ or category average rates. Provide the basis and rationale for the labor rates proposed; for example, company-wide bidding rates, current salary data for named individuals, survey data or anticipated new-hires, etc. Show how company categories are mapped to the RFP categories.

Provide the current labor rates from payroll records and, also those labor rates escalated to the cost

proposal performance period (10/01/04 - 09/30/09).

B. These labor hours represent the Government's best estimate of the level of effort to be ordered under the anticipated contracts to be awarded, based on historical data. The Government contemplates award of **two** Cost-Plus-Fixed-Fee contracts resulting from this solicitation. An offeror who is awarded one contract will be ineligible for the award of the other contract. One of the contracts will have 70 percent of the level of effort hours contained in clause B.1, with associated optional quantities defined in clauses H.7 and H.8, and the other contract will have 30 percent of the aforementioned level of effort hours. In the event that only one offeror proposes or if only one contractor is deemed responsible and capable of fulfilling the requirement, EPA will award one contract for either 70 % of the total level of effort or 30 % of the total level of effort as delineated in the Sections B and H clauses. Offerors may propose different level of effort quantities, but must provide rationale for doing so.

Base Period (2 Years)	Base Quantity	Option Quantity	Base Quantity	Option Quantity
	70 % LOE	70 % LOE	30 % LOE	30 % LOE
Level 5	4,900	2,450	2,100	1,050
Level 4	17,485	8,742	7,493	3,747
Level 3	8,153	4,077	3,494	1,747
Level 2	9,116	4,552	3,907	1,951
Level 1	9,346	4,680	4,006	2,005

Option Pd I (2 Years)	Base Quantity	Option Quantity	Base Quantity	Option Quantity
	70 % LOE	70 % LOE	30 % LOE	30 % LOE
Level 5	4,900	2,450	2,100	1,050
Level 4	17,485	8,742	7,493	3,747
Level 3	8,153	4,077	3,494	1,747
Level 2	9,116	4,552	3,907	1,951
Level 1	9,346	4,680	4,006	2,005

Option Pd II (1 Year)	Base Quantity	Option Quantity	Base Quantity	Option Quantity
	70 % LOE	70 % LOE	30 % LOE	30 % LOE
Level 5	2,450	1,225	1,050	525
Level 4	8,742	4,372	3,747	1,873
Level 3	4,077	2,038	1,747	874
Level 2	4,558	2,276	1,954	975
Level 1	4,673	2,340	2,003	1,003

_____The hours identified above do not include management at a level higher than the project management or the clerical support staff. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable labor hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed.

Offerors can assume an equal distribution of hours annually within the specified ordering periods of the contract. The actual distribution of hours utilized during contract performance may vary significantly from that is depicted above. When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs.

C. Escalation

Indicate whether current rates or escalated rates are used. If escalation is included, state the actual, historical for the past three (3) years, and method of calculation. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained.

D. Bid and Proposal Costs

Bid and proposal costs should be proposed consistent with established accounting practices.

E. Program Management Costs

Program management costs should be proposed consistent with established accounting practices.

F. Indirect Rates

Offerors are required to provide a schedule of their indirect rates and explain the allocation bases.

Include all rates which the offeror maintains in its accounting records which may be used during performance of this contract.

Identify indirect rates which a Government audit agency has approved for forward pricing, and provide a copy of Rate Agreements. If not approved, state the basis of the proposed rate (e.g., previous year's actual, current fiscal year-to-date, business plan, etc.). Provide historical rate information, rationale, and other factors used to develop the proposed indirect rates which are utilized to cost the proposal. Also, provide actual expense pool amounts, allocation bases, and rates which have been submitted to the Defense Contract Audit Agency (DCAA) or other cognizant Government audit office, in your overhead rate proposal for establishing final indirect rates.

Cost ceilings may be required under this contract for the prime or one or more subcontractors. Offerors should review the situations described in FAR 42.707 (b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

[Note: The Government reserves the right to adjust an offeror's or its subcontractor's estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.]

The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.

G. Other Direct Costs (ODC) and Travel

A. For evaluation purposes, Offerors shall propose the following other direct cost amounts for the base period and option period of the contract.

Base Quantity

<u>Contract Period</u>	<u>Travel</u> <u>70% LOE</u>	<u>Travel</u> <u>30% LOE</u>	<u>Misc. ODCs</u> <u>70% LOE</u>	<u>Misc. ODCs</u> <u>30% LOE</u>	<u>Total ODCs</u> <u>70% LOE</u>	<u>Total ODCs</u> <u>30% LOE</u>
Base Period	\$201,777	\$ 86,476	\$201,776	\$ 86,476	\$ 403,553	\$172,952

Option Period I	\$210,857	\$ 90,367	\$210,858	\$ 90,367	\$ 421,715	\$180,734
Option Period II	<u>\$108,592</u>	<u>\$ 46,539</u>	<u>\$108,592</u>	<u>\$ 46,539</u>	<u>\$ 217,184</u>	<u>\$ 93,078</u>
Total Contract	\$521,226	\$223,382	\$ 521,226	\$223,382	\$1,042,452	\$446,764

Optional Quantity

<u>Contract Period</u>	<u>Travel</u>	<u>Travel</u>	<u>Misc. ODCs</u>	<u>Misc. ODCs</u>	<u>Total ODCs</u>	<u>Total ODCs</u>
	<u>70% LOE</u>	<u>30% LOE</u>	<u>70% LOE</u>	<u>30% LOE</u>	<u>70% LOE</u>	<u>30% LOE</u>
Base Period	\$100,925	\$ 43,253	\$100,925	\$ 43,253	\$201,850	\$86,506
Option Period I	\$105,466	\$ 45,200	\$105,466	\$ 45,200	\$210,932	\$90,400
Option Period II	<u>\$ 54,315</u>	<u>\$ 23,278</u>	<u>\$ 54,315</u>	<u>\$ 23,278</u>	<u>\$108,630</u>	<u>\$46,556</u>
Total Contract	\$260,706	\$111,731	\$260,706	\$111,731	\$521,412	\$223,462

B. Identify the major other direct cost items that are direct charge under your approved accounting system. **The ODC's specified above include estimated amounts for postage/delivery, copying, and telephone.** Offerors should identify and estimate amounts for any additional ODC's which are anticipated to support the proposed effort that will be a direct charge to the contract in accordance with its approved accounting system. Offerors are required to include a rationale for any additional ODCs proposed.

C. The amounts above are exclusive of any applicable indirect cost and fee.

H. Divisions, Subsidiaries, Parent or Affiliated Companies

If other divisions, subsidiaries, a parent or affiliated company will perform work or furnish materials under the proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.

I. Consultant Services

Identify any contemplated consultants. State the amount of service, in direct labor hours, estimated to be required and the consultant's quoted daily or hourly rate.

J. Subcontracts

The Offeror shall submit, with this proposal, details of subcontract costs and financial data in the same format as the Prime contractor's cost and financial data for subcontracts that are the lower of either--

1. More than \$100,000; or
2. More than 10% of the prime contractor's proposed price.

The Offeror shall conduct appropriate cost or price analysis to establish the reasonableness of the proposed subcontract prices. The results of these analyses should be included in the cost proposal.

Offerors that enter into subcontracts other than on a cost-reimbursement type basis may make appropriate adjustments to the instructions and schedules. Information as to the type of subcontract contemplated and documentation to show why the contract type (i.e. fixed price, time & materials, labor hour, cost-reimbursement, etc.) is anticipated must be included.

The Government reserves the right to request additional cost and price data to be submitted by the prime contractor at lower dollar thresholds than that stated above.

TABLE A

PROPOSAL COVER SHEET				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER			
2a. NAME OF OFFEROR				3a. NAME OF OFFEROR'S POINT OF CONTACT			
2c. STREET ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT			
				3c. TELEPHONE		3c. FACSIMILE	
2d. CITY	2e. STATE	2f. ZIP CODE		AREA CODE	NUMBER	AREA CODE	NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT (<i>Check</i>) <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF <input type="checkbox"/> FPI <input type="checkbox"/> OTHER (<i>Specify</i>)				5. <input type="checkbox"/> PRIME OFFEROR <input type="checkbox"/> SUBCONTRACTOR _____ PRIME OFFEROR'S NAME			
ESTIMATED COST, FEE AND PROFIT INFORMATION							
ESTIMATED COST							
FIXED FEE							
TOTAL PRICE							
7. PROVIDE THE FOLLOWING							
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY			
STREET ADDRESS				STREET ADDRESS			
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE
TELEPHONE	AREA CODE	NUMBER		TELEPHONE	AREA CODE	NUMBER	
FACSIMILE	AREA CODE	NUMBER		FACSIMILE	AREA CODE	NUMBER	
NAME OF CONTACT				NAME OF CONTACT			
PROPERTY SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined not acceptable <input type="checkbox"/> Never reviewed				APPROXIMATE DATE OF LAST AUDIT			
				PURPOSE OF AUDIT			
				(e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)			
PROPERTY SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined not acceptable <input type="checkbox"/> Never reviewed				ACCOUNTING SYSTEM <input type="checkbox"/> Audited and determined acceptable <input type="checkbox"/> Audited and determined unacceptable <input type="checkbox"/> Never audited			
				OFFEROR'S FISCAL YEAR			
8a. NAME OF OFFEROR (<i>TYPED</i>)				9. NAME OF FIRM			
8b. TITLE OF OFFEROR (<i>TYPED</i>)							
10. SIGNATURE						11. DATE OF SUBMISSION	

SCHEDULE 1**COST PROPOSAL MODEL****TOTAL CONTRACT SUMMARY - All years****COST ELEMENT**

	TOTAL HOURS	TOTAL COST
A. DIRECT LABOR:		
KEY PERSONNEL (AS PROPOSED):		
NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)		
1. TOTAL PROFESSIONAL LOE		
2. TOTAL CLERICAL/OTHER HOURS (if applicable)		
TOTAL - DIRECT LABOR		
B. FRINGE :(if applicable) _____ % (identify base)		
C. LABOR OVERHEAD: (if applicable) _____ % (identify base)		
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D. OTHER DIRECT COSTS: ODC - RFP SPECIFIED TRAVEL - RFP SPECIFIED		
E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS 1. 2. 3.		
TOTAL - SUBCONTRACTORS/CONSULTANTS		
F. SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G. G&A EXPENSE: (if applicable) _____ % (identify base)		
H. TOTAL ESTIMATED COSTS		
I. FIXED FEE: _____ % (identify base)		
J. TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 2**COST PROPOSAL MODEL**

PERIOD-----SUMMARY (BASE, OPTION I, OR OPTION 2)

COST ELEMENT

		TOTAL HOURS	TOTAL COST
A.	DIRECT LABOR:		
	KEY PERSONNEL (AS PROPOSED):		
	NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)		
	1. TOTAL PROFESSIONAL LOE		
	2. TOTAL CLERICAL/OTHER HOURS (if applicable)		
	TOTAL - DIRECT LABOR		
B.	FRINGE :(if applicable)		
	_____ % (identify base)		
C.	LABOR OVERHEAD: (if applicable)		
	_____ % (identify base)		
	TOTAL - DIRECT LABOR, FRINGE & OVERHEAD		
D.	OTHER DIRECT COSTS:		
	ODC - RFP SPECIFIED		
	TRAVEL - RFP SPECIFIED		
E.	TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS		
	1.		
	2.		
	3.		
	TOTAL - SUBCONTRACTORS/CONSULTANTS		
F.	SUBTOTAL - ESTIMATED COST WITHOUT G&A		
G.	G&A EXPENSE: (if applicable)		
	_____ % (identify base)		
H.	TOTAL ESTIMATED COSTS		
I.	FIXED FEE: _____ % (identify base)		
J.	TOTAL ESTIMATED COST AND FIXED FEE		

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 2.A**COST PROPOSAL MODEL**

PERIOD ----- BASE QUANTITY (BASE, OPTION I, OR OPTION 2)

COST ELEMENT

		HOURS	RATE	TOTAL COST
A.	DIRECT LABOR:			
	KEY PERSONNEL (AS PROPOSED):			
	NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)			
	1. TOTAL PROFESSIONAL LOE			
	2. TOTAL CLERICAL/OTHER HOURS (if applicable)			
	TOTAL - DIRECT LABOR			
B.	FRINGE :(if applicable)			
	_____% (identify base)			
C.	LABOR OVERHEAD: (if applicable)			
	_____% (identify base)			
	TOTAL - DIRECT LABOR, FRINGE & OVERHEAD			
D.	OTHER DIRECT COSTS:			
	ODC - RFP SPECIFIED			
	TRAVEL - RFP SPECIFIED			
E.	TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS			
	1.			
	2.			
	3.			
	TOTAL - SUBCONTRACTORS/CONSULTANTS			
F.	SUBTOTAL - ESTIMATED COST WITHOUT G&A			
G.	G&A EXPENSE: (if applicable)			
	_____% (identify base)			
H.	TOTAL ESTIMATED COSTS			
I.	FIXED FEE: _____% (identify base)			
J.	TOTAL ESTIMATED COST AND FIXED FEE			

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY
SPECIFIC ACCOUNTING PRACTICES****

SCHEDULE 2.B**COST PROPOSAL MODEL**

PERIOD ----- OPTIONAL QUANTITY (BASE, OPTION I, OR OPTION 2)

COST ELEMENT

		HOURS	RATE	TOTAL COST
A.	DIRECT LABOR:			
	KEY PERSONNEL (AS PROPOSED):			
	NON KEY PERSONNEL: (TO BE DETERMINED BY OFFEROR)			
	1. TOTAL PROFESSIONAL LOE			
	2. TOTAL CLERICAL/OTHER HOURS (if applicable)			
	TOTAL - DIRECT LABOR			
B.	FRINGE :(if applicable)			
	_____% (identify base)			
C.	LABOR OVERHEAD: (if applicable)			
	_____% (identify base)			
	TOTAL - DIRECT LABOR, FRINGE & OVERHEAD			
D.	OTHER DIRECT COSTS:			
	ODC - RFP SPECIFIED			
	TRAVEL - RFP SPECIFIED			
E.	TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS			
	1.			
	2.			
	3.			
	TOTAL - SUBCONTRACTORS/CONSULTANTS			
F.	SUBTOTAL - ESTIMATED COST WITHOUT G&A			
G.	G&A EXPENSE: (if applicable)			
	_____% (identify base)			
H.	TOTAL ESTIMATED COSTS			
I.	FIXED FEE: _____% (identify base)			
J.	TOTAL ESTIMATED COST AND FIXED FEE			

****PLEASE NOTE: THIS COST PROPOSAL MODEL/SCHEDULE SHOULD BE TAILORED TO COMPANY
SPECIFIC ACCOUNTING PRACTICES****

7. The Section I clause entitled "PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)" has been modified. The text is as follows:

(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$100,000.00. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period.

(b) Offerors shall submit a list of all or at least THREE (3) contracts and subcontracts completed in the last THREE (3) years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

(1) The contracts and subcontracts listed may include those entered into with Federal, State and local governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the RFP. Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
- (b) Contract number.
- (c) Contract title.
- (d) Contract type.
- (e) Brief description of contract or subcontract and relevance to this requirement.
- (f) Total contract value.
- (g) Period of performance.
- (h) Contracting officer, telephone number, and E-mail address (if available).
- (i) Program manager/project officer, telephone number, and E-mail address (if available).
- (j) Administrative Contracting officer, if different from (h) above, telephone number, and E-mail address (if available).
- (k) List of subcontractors (if applicable).
- (l) Compliance with subcontracting plan goals for small disadvantaged business concerns, monetary targets for small disadvantaged business participation, and the notifications submitted under FAR 19.1202-4 (b), if applicable.

(c) Offerors should not provide general information on their performance on the identified contracts and subcontracts. General performance information will be obtained from the references.

(1) Offerors may provide information on problems encountered and corrective actions taken on the identified contracts and subcontracts.

(2) References that may be contacted by the Government include the contracting officer, program manager/project officer, or the administrative contracting officer identified above.

(3) If no response is received from a reference, the Government will make an attempt to contact another reference identified by the offeror, to contact a reference not identified by the offeror, or to complete the evaluation with those references who responded. The Government shall consider the information provided by the references, and may also consider information obtained from other sources, when evaluating an offeror's past performance.

(4) Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written requests from the Government, unless otherwise stated in the solicitation. The Government is not obligated to contact all of the references identified by the offeror.

(d) If negative feedback is received from an offeror's reference, the Government will compare the negative response to the responses from the offeror's other references to note differences. A score will be assigned appropriately to the offeror based on the information. The offeror will be given the opportunity to address adverse past performance information obtained from references on which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision to include the offeror in or exclude the offeror from the competitive range. Any past performance deficiency or significant weakness will be discussed with offerors in the competitive range during discussions.

(e) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation. Offerors are encouraged to consolidate requests whenever possible (i.e., if the same reference has several contracts, send that reference a single notice citing all applicable contracts). Offerors may send Client Authorization Letters electronically to references with copies forwarded to the contracting officer.

(1) If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

(2) Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy of the Client Authorization Letter to the contracting officer simultaneously with mailing to references.

(f) Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.

(1) Identify the segment of the company (one division or the entire company) which received the award or certification.

(2) Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

(g) Past performance information will be used for both responsibility determinations and as an evaluation factor for award. The Past Performance Questionnaire identified in section J will be used to collect information on an offeror's performance under existing and prior contracts/subcontracts for products or services similar in scope, magnitude, relevance, and complexity to this requirement in order to evaluate offerors consistent with the past performance evaluation factor set forth in section M. References other than those identified by the offeror may be contacted by the Government and used in the evaluation of the offeror's past performance.

(h) Any information collected concerning an offeror's past performance will be maintained in the official contract file.

(i) In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

8. The Section L clause entitled "ALTERNATE PROPOSALS (GSA A260-110) (JUN 1991)" has been added. The text is as follows:

Offeror may submit more than one proposal, each of which must satisfy the mandatory requirements of the solicitation in order to be considered. As a minimum, one of the proposals submitted must be complete. The alternate proposal(s) may be in an abbreviated form following the same section format, but providing only those sections which differ in any way from those contained in the original proposal. Each proposal will include cost tables indicating the complete range of pricing options. In the case of price/cost options for a given configuration, an alternate proposal will not be required. If alternate proposals are submitted, such alternatives will be clearly labeled and identified on the cover page of each separate document. The reason for each alternate and its comparative benefits shall be explained. Each proposal submitted will be evaluated on its own merits.